

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held November 21, 2022

The meeting was officially called to order by President Leafblad at 7:07 p m.

Call To Order

Members present: Joanna Leafblad, President; Christian Barcelona, Vice President; Charles McShane, Secretary; Dan McMillan, Treasurer; Nancy Healy Trustee (via phone); Elan Kleis, Trustee; Bridget Lindbloom, Trustee

Roll Call

Members absent:

Staff present: Mary Adamowski, Library Director; Anthony Andros, Assistant Library Director; Ross Kimmey, Finance Manager; Aaron Peterson, Senior Administrative Coordinator; Katie Allan, Adult Services Manager; Jill Boreham, HR Generalist; Jackie Boyd, Communications Manager; Joshua Degner, IT Manager; Theresa Hildebrand, Patron Services Manager; Sarah Kleiva, Community Engagement Manager; Wendy Xie, Technical Services Manager

Treasurer McMillan motioned to approve the October 17, 2022 minutes. Trustee Lindbloom seconded.

Minutes

Treasurer McMillan inquired if Klein Thorpe and Jenkins was contacted yet in regards to moving funds from Debt Service to the operating account before transferring funds into the special reserve account. Finance Manager Kimmey stated he is planning on contacting KT&J soon.

A roll call vote as follows: Barcelona – aye; Healy – aye; Kleis – aye; Leafblad – aye; Lindbloom – aye; McMillan – aye; McShane – aye

Motion passed. 7 ayes, 0 nays, 0 absent

Alison Lacny

Introduction of Visitors

None

Public Comment

None

Executive Session

Treasurer McMillan motioned to accept the payment of bills listing from 10/18/2022-11/21/2022. Vice President Barcelona seconded.

Payment of Bills

Trustee Healy asked about the payment to Quadiant Leasing. Finance Manager Kimmey stated the payment to Quadiant Leasing covered the past three months of the library's postage machine lease.

A roll call vote as follows: Barcelona – aye; Healy – aye; Kleis – aye; Leafblad – aye; Lindbloom – aye; McMillan – aye; McShane – aye

Motion passed. 7 ayes, 0 nays, 0 absent

Secretary McShane motioned to accept the Treasurer's Report for October 2022. Trustee Lindbloom seconded.

Treasurer's Report

Treasurer McMillan asked about the bond payment. Finance Manager Kimmey stated the final payment will be made tomorrow and Klein Thorpe and Jenkins will be contacted in regards to the steps necessary to move the funds to the special reserve account.

A roll call vote as follows: Barcelona – aye; Healy – aye; Kleis – aye; Leafblad – aye; Lindbloom – aye; McMillan – aye; McShane – aye

Motion passed. 7 ayes, 0 nays, 0 absent

Each manager gave a summary of their departmental highlights for October.

Departmental Board Report

Library Director Adamowski and Assistant Director Andros attended the Illinois Library Association Conference on October 18 at the Rosemont Convention Center. The day was filled with information that Administration will be able to share with library staff. Library Director Adamowski mentioned that she gleaned much information from the Advocacy seminars she attended.

Librarian's Report

Library Director Adamowski and Assistant Director Andros attended the Village's Veterans' Day commemoration event on November 11. General John Borling was the featured speaker who told of his time as a POW for 6 ½ years during the Vietnam War. He wrote a book entitled Taps on the Walls, in which he relayed how prisoners would tap in a code language to communicate with each other on a daily basis. Many veterans were in attendance and the ceremony was quite powerful.

The library has transitioned from our former payroll system ADP to Paycor. Administration and staff are adjusting to the many new features. Finance Manager Kimmey explained the many features that staff are able to implement for their work schedules. More features will be introduced and training will be offered. HR Generalist Boreham will provide instruction on the human resources modules in the new year.

The library hosted its annual OPPLcon event on October 21. This pop culture day made so many people happy as they met up with Toy Story characters Buzz, Woody, Little Bo Peep and Rex. Photo opportunities were plentiful with the Pizza Planet car parked in the plaza. Over 10 artists, located in Room 104, had their merchandise on display for sale, while others listened to a discussion on Dungeons and Dragons or enjoyed trivia at the end of the event. Over 650 patrons enjoyed this very popular event. Thank you to YS Librarian Vanessa Fernandez and her talented committee who put so much time and effort into this annual event.

The Steinway Grand Piano appears to be the talk of the community as the library continues to host planned concerts, as well as pop-up events. On the evening of November 18, over 60 patrons enjoyed the music of pianist Richard Sladek and friends as they immersed the audience into the music of Claude Bolling. The combination of piano, cello, bass and drums highlighted the Jazz and Jazz Fusion instrumentals of Bolling. Many patrons stopped to let Library Director Adamowski know how much they enjoyed the cultural events the library offers. Many requested the library continue to offer concerts.

Before the November 18 concert began, the Friends of OPPL President Donna Boddy presented the library with a check for \$8500 for the library's upcoming programming in the New Year. Library Director Adamowski and Assistant Library Director Andros, who also serves as the Liaison to the Friends, accepted the generous donation on behalf of the library.

Library Director Adamowski mentioned to the trustees that the holiday trees were decorated by Debi Ross of Inside Looks and her staff during the week of November 7. The two-day job was completed with no disruption to staff or patrons. Patrons have made numerous comments about the beauty of the trees. Communications Manager Boyd sent an eblast to the community letting them know that the lobby tree offers a perfect background for a family holiday photo. Adamowski gave thanks to the Maintenance Superintendent Newman and Maintenance Assistant for putting up all of the trees throughout the library. A special thank you was given to School Liaison DeCarlo and her Decorating Committee who put their creative and festive touches in the lobby, main staircase, fireplace mantle, and the Backyard

Assistant Director Andros stated the library hired a new part-time Custodian whose first day is Tuesday, November 22.

The library is purchasing 25 tables to replace the 18 year-old tables in the large Meeting Room 104. The old tables are cracking, chipping, legs are breaking, and they require a lot of time and effort by our Maintenance staff to setup. The new tables will be extremely easy for night and weekend staff to change room set-ups, if needed. The new tables will have locking casters and a flip-top to nest. The library will be saving \$2500 by having Maintenance staff assemble the tables onsite. The grand total from KI Furniture for these tables will be \$14,937.50.

Library staff had hoped to conduct the RFP bid process for the second half of the roof replacement project in the fall in order to have the roof replaced in the spring. However, Wight and Co. will be able to conduct the RFP bid process in the spring for an installation in the summer. The library will likely have Wight write the RFP such that the masonry and flashing for the roof repair is prioritized.

The rebate process for the two new boilers is still ongoing since the final invoices must be paid before the rebate can be submitted.

Since submitting the FEMA grant for reimbursement of pandemic-related expenses, written confirmation was received, as well as a phone call from FEMA to clarify details about the HVAC UV Lighting system. The library will not hear from FEMA about whether or not the grant is accepted until Q1 in 2023.

New LED light fixtures have been ordered to replace the current 12 fixtures hanging from the ceiling in the lobby. The labor estimate is \$9,500, and the fixtures themselves that will fit our cosmetic and functional needs will cost \$40,300. This work will be record in the library's Building Maintenance line.

The library will be investing in three water-fill stations of the four possible locations they could be installed – one near Meeting Room 104, one upstairs near the bathrooms, and one in a staff area. The units will be filtered and refrigerated. They will be installed for a highly-recommended company from other libraries, Chicagoland Plumbing Services. This work will be recorded in the library's Building Maintenance line.

The 2023-2024 Strategic Plan continues to grow with the Strategic Plan Committee meeting weekly for the past two months and is aiming to do so through the end of the year. The Committee will have the completed Plan content, graphics, and presentation delivered at the Library Board of Trustees meeting on January 16, 2023.

The Friends changed the date of the Annual Spring Sale to Saturday, May 6.

Last month, there were 28 maintenance tickets opened and all of them were closed.

No report at this time.

Other Staff Reports

No report at this time.

Building and Maintenance

No report at this time.

Finance

No report at this time.

Service & Policy

No report at this time.

Personnel

No report at this time.

Law

No report at this time.

Strategic Plan

No report at this time.

Capital Campaign Committee

Review and Approval of the 2023 Budget and Levy – For Action

Unfinished Business

Treasurer McMillan motioned to approve the 2023 Budget and Levy at a 4.60% increase and adopt a “Resolution Setting Forth Financial Requirements of Orland Park Public Library for the Fiscal Year Beginning January 1, 2023 and Ending December 31, 2023”. Vice President Barcelona seconded.

Treasurer McMillan stated the levy amount of 4.6% could be looked at as too high by the Village but as the library looks forward towards the future it makes sense. Trustee Healy asked what the amount was last year. Finance Manager Kimmey stated last year the levy amount was 4.25% and this year the draft amount was 4.75%, however it was brought down to 4.60%. Healy asked what the IMRF amount will be this year. Kimmey stated 14.1%. Healy asked about the Audit expenditure line and what comprises the Other Sources lines. Kimmey stated non-resident fees for example are included in Other Sources. Kimmey pointed out that interest income is up by \$34,000 due to recent moves by the Federal Reserve, however it is uncertain what will happen to interest rates in the future. Healy asked about the removal of the Automation headings. IT Manager Degner stated the Automation headings had been replaced with IT for clarity. Kimmey stated the renamed lines were highlighted in blue. McMillan asked about the Special Reserve account and upcoming building improvements. Director Adamowski stated the second half of the roof repair will cost \$660,000. Assistant Director Andros stated there are a lot of skylights and flashing involved. Adamowski stated Patron Programs & Events line has been increased and that family events were doing very well. McMillan stated that he would like the library to be more of an alternative for Teen’s like the Bridge Center and also wondered if attendance can go beyond the current 25,000 and back over the pre-pandemic 30,000 amount. Adamowski stated attendance has been very good, especially when you consider the electronic recourses have been doing extremely well since the pandemic. Many patrons were introduced to the library’s e-resources during the pandemic, and many of them may not be physically coming into the library as much as before the pandemic. Trustee Healy asked if the library was part of the Explore More Illinois. Patron Services Manager Hildebrand stated the library was involved with Explore More Illinois, however, broke ties after a year due to low usage with this alternative to the Museum Pass Program. Adamowski stated the Museum Pass Program is doing very well. McMillan congratulated Kimmey in completing the budget and stated it was a good long term approach.

A roll call vote as follows: Barcelona – aye; Healy – aye; Kleis – aye; Leafblad – aye; Lindbloom – aye; McMillan – aye; McShane – aye

Motion passed. 7 ayes, 0 nays, 0 absent

Review of Serving Our Public 4.0: Standards for Illinois Public Libraries as a requirement for the 2023 Per Capita Grant application – for Discussion

New Business

Trustee Healy thought the review was tremendous and very thorough. Director Adamowski agreed and stated the report is a comprehensive review of accomplishments. Various Managers were assigned chapters and gave a summary of their highlights. The 13 chapters consisted of: Core Standards, Governance and Administration, Personnel, Access, Building Infrastructure and Maintenance, Safety, Collection Management, System Member Responsibilities and Resource Sharing, Reference and Reader’s Advisory Services, Programming, Youth/Young Adult Services, Technology, and Marketing, Promotion and Collaboration.

President Leafblad acknowledged all staff members with November anniversary milestones. Treasurer McMillan heard that the Cook County tax bills will be coming out in December and should be received by January. McMillan commended Finance Manager Kimmey on his diligent work and being able to maintain sufficient cash on hand, thus not having to take out any loans to keep the library functioning.

Announcements

Vice President Barcelona motioned to adjourn the meeting and it was seconded by Trustee Lindbloom.

Adjournment

A roll call vote as follows: Barcelona – aye; Healy – aye; Kleis – aye; Leafblad – aye; Lindbloom – aye; McMillan – aye; McShane – aye

Motion passed. 7 ayes, 0 nays, 0 absent

The meeting was adjourned at 8:46 p.m.

Approved: _____ Date: _____

Minutes prepared by Aaron Peterson